

MORRILL MEMORIAL LIBRARY

Norwood, Massachusetts

BOARD OF TRUSTEES

Minutes April 8, 2014

**PRESENT** Trustees: Sarah Begg, Acting Chair/Vice Chair; John Hall\*; Patricia Hines; Susan Pipes; Cashman Kerr Prince; Patricia Reardon\*;  
Director: Charlotte Canelli;  
Staff representative present: Kate Tigie;  
Recording Secretary: Amy Chandler-Nelson  
\* Denotes absence

**MINUTES** A motion was made/seconded (Pipes/Prince) and voted unanimously to approve the March 17, 2014 minutes of the Executive Session meeting. Approval of the March 4 regular meeting was deferred.

**WARRANT** The warrant was presented by Ms. Begg and signed by all trustees present.

**CORRESPONDENCE**

Mr. Prince introduced Amy Chandler-Nelson, who is recording secretary for this meeting, in Ms. Dickson's absence. The Board received notice of the Special Town Meeting, which will be held on May 12, 2014. Ms. Canelli has received a check in the amount of \$175 to be applied to a computer monitor at the front desk, in memory of George Ruboy. A plate in his honor will be affixed.

**FINANCIAL REPORT**

**Current Status** The Current Status Budget FY14 report, dated April 2, 2014, was reviewed. Ms.  
**FY14 Budget** Canelli stated that the budget is in line with what is expected at this time of year. There is a \$12,000 surplus in the Personnel line item, in part, because Tony Cirillo has been out six more weeks than was expected, and a replacement for April Cushing won't be hired until May. In addition, part-time staff has not reported to work as regularly, due to some family issues.

**Special Funds** Ms. Canelli reviewed the Special Funds Report FY14 dated April 8, 2014. The  
**FY14 Report** MacLeod fund, an unrestricted fund, is an addition to the Special Funds category. Mr. Prince asked if there were annual arrangements for special book funds. Ms. Canelli reported that the Joyce Kaseta Menges fund is used for art and her sister and library staff member, Diane Phillips, chooses books, which are supported by these funds. The Library will try to use these special funds on an ongoing basis.

**OLD BUSINESS**

**Noise in the** Ms. Begg noted that the Children's Department seems active in the afternoons,  
**Library/Teen** with middle school students using the children's services. Ms. Canelli reported  
**Behavior** that many St. Catherine's School children use the library, but they are not disruptive. They are generally eighth grade students and younger. A book cart in the children's area has been implemented, so patrons do not re-shelve books. Now books are filed in stricter alphabetical sequence by author. It makes for more work for the pages, but now filing is consistent with the method used for filing picture books. Picture books used to be filed by the first alphabet of the

author's last name years ago, but now they are in order by using the first three letters of the last name and beyond. The stricter method allows the librarian to select a particular book right away.

FY15 Budget  
Process

The budget balancing committee has been busy at work, but there is nothing of substance to report. Cuts are coming, but details are not yet available. The requirements for state aid are known, but cost of living increases have not been negotiated. The budget may not be approved as submitted. Ms. Hines asked if capital expenses were included, and Ms. Canelli replied that just operating expenses were. First there was an issue with the boiler and now there is an air conditioning issue. Jim Croak has been maintaining the carpeting and has been keeping up on the soil and using mats in the front entry. All in all, the carpet is in good shape, albeit for some staff areas it is threadbare. Carpeting may need to be replaced in FY16 or FY17, but not in FY15. Mr. Prince and Ms. Hines asked if several years advance notice is needed for funding and Ms. Canelli responded that funding would be received when it is needed, and replacement costs would be looked at more closely in the future. The priority for FY15, which starts in July, is noise abatement of the air compressors. The Capital Outlay Committee will support the air conditioning capital outlay project.

Staff  
Association  
Contract  
Negotiations  
Air  
Conditioning

A motion was made/seconded (Prince/Pipes) and voted unanimously that this item be moved into Executive Session following tonight's meeting.

The Library has received an invoice by John Carroll for \$2250. The local paper and the selectmen's meeting made note of the heating, ventilation and air conditioning system at the Library. The quote for sound jackets (with side panel) is \$3500 for two and the quote for sound absorbing jackets and carrier is \$10,996, for two. Why is there such a large discrepancy? One is custom built and one isn't. It is unknown what will happen until the chillers are turned on. Mr. Prince said that there was a Town meeting vote to appropriate \$8000 for a sound engineer. When will the sound engineer visit? The engineer needs to know when the chillers will be turned on. A motion was made/seconded (Prince/Pipes) and voted unanimously to get everything set up with the selectmen, in order for the Library to move quickly, when needed. Ms. Canelli will send the quotes to Mark Chubet.

**NEW BUSINESS**

Town Election

Ms. Canelli reported that John Hall has been elected to the Board of Trustees and Patricia Hines has been re-elected.

Reorganization  
of the Board  
and Committee  
Assignments

A motion was made/seconded (Begg/Pipes) and approved unanimously to defer Reorganization of the Board and Committee Assignments until the May 6 meeting, in order to accommodate all Trustees.

Recording  
Secretary

Ms. Canelli has concerns about the quality of the minutes prepared by the current recording secretary. Many edits and corrections must be made and the current

recording secretary is not able to do the minutes in a way that the Board requires and trustees also feel that the level of detail has been lacking.

Ms. Hines asked whose decision it was to change and it was stated that the recording secretary works for the Trustees. Ms. Begg said that the Trustees can select and designate the person according to the bylaws, and the role can be filled by either a member of the Board or an outside vendor. Mr. Prince prefers it not be an elected trustee, who is actively engaged in meeting participation. If a Trustee member were to take minutes, it would compromise her/his participation. In addition, a person from another town body cannot be recording secretary, in order to avoid nepotism and ethical violations, which is a bit of a quandary. The town would not question the selection of the recording secretary. It is important to preserve the director's and staff's time and it is important that the recording secretary meet the minimum legal requirements of the body, to be useful to committee.

Ms. Pipes said compensation should be made for the meeting time and for the time it takes to transcribe the minutes. The Board will consider an hourly pay model, offering compensation for the meeting duration and estimating transcription to be twice as long as the meeting itself. The recording secretary must also provide minutes in the requested format. The Board will allow for latitude, if a particularly difficult or onerous meeting has occurred.

Ms. Begg was concerned that this might be putting the Board in a position of approving every invoice submitted by the recording secretary. After discussion regarding hourly rates, money being spent in town on recording secretaries for various committees, and input from Ms. Candler-Nelson, who has taken minutes for a number of trustee committees and for the Budget Advisory Committee meetings at Wellesley College, as well as for trustee meetings for the Thomas J. Watson Foundation, a motion made/seconded (Prince/Hines) and voted unanimously that 1) an outside party be recording secretary and that 2) the compensation will be set at an hourly rate and will include time for the length of the meeting held and twice as long for transcription, with latitude granted to change the formula, for extenuating circumstances. 3) There will be a minimum and maximum number of hours compensated per meeting and 4) the Library may pursue hiring a different recording secretary.

Mr. Prince suggested that the Board is unable to continue to offer Ms. Dickson the pay agreement she is currently requesting and that the Board thanks her for her services after Ms. Canelli has a conversation with Michelle Pizzi, who is knowledgeable about labor laws.

The Board asked Ms. Chandler-Nelson if she would be available to record the May 6 meeting, and she agreed to it.

Board By-  
Laws

Discussion of the Board By-Laws was deferred to the May 6 meeting, to accommodate all Trustees. The By-Laws were adopted May 11, 1970 and were

last revised on February 13, 2007. These laws include terms surrounding the hiring and firing of the Library employees and the management of the affairs and business requirements of the Library. Ms. Canelli will get copies of other by-laws from other library directors, for review at the May meeting.

### **DIRECTOR'S REPORT**

- Circulation Statistics** Children's department statistics look good and many library patrons are reading e-books. Statistics show that more non-residents, including Walpole and Westwood, are coming to Norwood, and more of our patrons are visiting our library instead of Westwood again.
- Advocacy/Marketing** Ms. Canelli and Nancy Ling attended the Public Libraries Association conference and it was a great experience for both of them. Each will be reimbursed \$500 \$250 for miscellaneous expenses relating to it, in addition to their registration costs (paid from Dues and Conferences.)
- Facilities Update** Ms. Canelli reviewed James Croak's Monthly Report, dated March 24, 2014. Tony Cirillo is back, and is working one night per week. Mr. Croak is hiring another part-time custodian to assist the department.
- Departmental Reports** The network will have an updated interface, Sierra, on Patriot's Day. The catalog looks the same. The host of the Web site was not answering emails and phones were not working, which proved frustrating and problematic. The Web site has been migrated successfully, however, to a new host.
- News Releases** *Following Atticus* received good coverage, with 550 people participating. There were no complaints. Ms. Canelli received a lovely note from a vet technician at Angelwood Animal Center, who is thrilled with the Norwood Reads program.
- Personnel** Ms. Canelli received applications from 36 qualified candidates for the Adult and Information Services Librarian position, yielding three finalists. A panel of professional librarians meets next Monday (April 14) to discuss these candidates. An offer will be made and it is expected that the person will be hired by May 1. Three applicants are members of the executive board of the Friends of the Library. Six people who thought they were top qualifiers applied and Ms. Canelli said it is hard to write notes telling them they are no longer in consideration.
- Programming** There was no further discussion of programming, but the Norwood Reads program, *Following Atticus*, was well received.
- Friends of the Library** Ms. Canelli reported that the Friends of the Library meets on April 9 (tomorrow night).
- MLN & MLS** Ms. Canelli attended the MLS Board Meeting virtually. The upcoming meeting is scheduled for April 14, in Marlboro. Ms. Canelli has been asked to become a member of the MLN Executive Board for a two-year term, commencing with the retirement of Brookline Director Charles Flaherty. Additional details are outlined

in the Departmental Report, dated April 8, 2014 for March 2014.

Search Warrants            There were no search warrants.

Miscellaneous        Ms. Canelli circulated a proposal for her professional development to the Board  
Advisories            for their consideration and review and she will also provide a copy to Ms.  
Reardon and Mr. Hall. The MMA is partnering with Suffolk University's  
Moakley Center for Public Management to offer during the 2014-2015 academic  
year an advanced certificate program equivalent to five graduate-level courses.  
The deadline for application of this certificate program is May 15, 2014, and she  
invites discussion of it at the May 6 meeting.

**The next meeting is scheduled for May 6, 2014.**

### STAFF/PUBLIC REMARKS

Ms. Canelli introduced Kate Tigue, Assistant Children's Librarian, who works in tandem with Jean Todesca and Jane Bradley. Ms. Canelli said that Kate has great ideas for working with children and the story times are well attended, as a result.

### TRUSTEES' REMARKS

Ms. Hines read *Following Atticus: Forty-eight High Peaks, One Little Dog, and an Extraordinary Friendship* by Tom Ryan (2011)

Mr. Prince read *Mourning becomes Electra: A Trilogy* by Eugene O'Neill (1931)

Ms. Pipes read *The Rosie Project* by Graeme Simsion (2013) and *You Should have Known* by Jean Hanff Korelitz (2014)

Ms. Begg read *Standup Guy* by Stuart Woods (2014) and *Following Atticus: Forty-eight High Peaks, One Little Dog, and an Extraordinary Friendship* by Tom Ryan (2011)

Ms. Canelli, Library Director, read *Disaster Preparedness: A Memoir* by Heather Havrilesky (2010)

Ms. Tigue, Assistant Children's Librarian, read *Dangerous* by Shannon Hale (2014)

A motion was made/seconded (Prince/Pipes) and approved unanimously to conclude the public meeting, which will re-open only to close upon the conclusion of Executive Session. Ms. Tigue left the room at 9:02 p.m.

The next meeting of the Board will be held Tuesday, May 6, 2014. A motion was made/seconded (Prince/Begg) and unanimously voted at 9:42 p.m. to adjourn the meeting.

Respectfully submitted,



Amy B. Chandler-Nelson  
Recording Secretary